

## Using the HTML Galley Template

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Download the template:

<https://drive.google.com/drive/folders/1GfY0Fn5eEXbNHD7kmyhw6jxO-6IDFuoO?usp=sharing>

Link takes you to google drive. Final template is in the Galley Templates folder. Right click and download FinalTemplate.html

View a live demo of the template:

<https://journals.library.ualberta.ca/ojs3-test/index.php/slis/article/view/7703/7608>

To open the template, right click the saved file (FinalTemplate.htm) and choose Open With. Choose Notepad (Windows) or Sublime Text or Atom (Mac). When renaming the file, give it a name with no spaces or special characters, e.g. 2018-Vol2-Lastname1.html.

When you want to preview the HTML as it will appear online, right click and choose Open With, and select your browser.

### General HTML Guide

If you already know HTML basics, this section will outline some of the important headings and classes you may want to use. The template can be freely customized, remixed, or otherwise changed to suit your journal's needs.

Headings	Other formatting
<pre>&lt;h1&gt;Article Title&lt;/h1&gt; &lt;h2&gt;Section Header&lt;/h2&gt; &lt;h3&gt;Section Subtitle&lt;/h3&gt;</pre>	<pre>&lt;p class="hangingindent"&gt;Hanging indent formatting for references&lt;/p&gt;  &lt;p class="caption"&gt;Caption beneath image, figure, etc.&lt;/p&gt;  &lt;p class="media"&gt;Container for media embeds&lt;/p&gt;</pre>

## Step-by-step Guide

### 1. Page Title

Search for or locate the following HTML early on in the template (Ctrl + F/Command+F)

```
<title>Article Title</title>
```

This snippet will change the title that shows on the tab of your browser. Ideally, you can change this to some combination of the author name, article name, and journal name.

```
<title>Smith, J. - Research on the Effects of Caffeine, Coffee  
Science Quarterly, Vol 43</title>
```

### 2. Sections Sidebar

Next, you'll want to create the sections that will appear on the sidebar.

By creating a link to each section that appears in the paper, users can simply click on the link and be taken to that section of the paper quickly.

Search for or locate the following HTML in the template:

```
<div class="sidenav">  
  <a href="#abstract">Abstract</a>  
  <a href="#1">Background</a>  
  <a href="#2">Findings</a>  
  <a href="#3">Conclusion</a>  
  <a href="#ref">References</a>  
</div>
```

`<a href="#___">` points our link to the place on the page we want it to go. You're free to assign any name or number you wish, as long as it is unique, contains only letters and numbers, and has no spaces.

For example, you may find `<a href="#conclusion">Conclusion</a>` easier to remember than `<a href="#3">Conclusion</a>`.

This template already includes an Abstract and References section, so we will simply change the sections in the middle. If our paper has an Abstract, Introduction, Background, Method, Findings, Conclusion, and References section, we can copy the lines and edit them as needed until we have something like this:

```
<div class="sidenav">
```

```
<a href="#abstract">Abstract</a>
  <a href="#1">Introduction</a>
<a href="#2">Background</a>
<a href="#3">Method</a>
<a href="#4">Findings</a>
<a href="#5">Conclusion</a>
<a href="#ref">References</a>
</div>
```

You can save your HTML and open it in any browser to check if the links display properly now – we will set the place for our links to lead to in Step X.

### 3. Paper and Author Information

Now you will locate the following snippet:

```
<h1>Article Title</h1>
<p>Author 1, Author 2, etc.<br />
<i>Affiliated Institution</i></p>
```



## Article Title

Author 1, Author 2, etc.  
*University of Alberta*

Change the content between the tags to suit your article's metadata. (You can leave the affiliated institution blank if it is not necessary for your purposes, such as with student journals).

If you have multiple authors from multiple institutions, you can copy and paste the code in green above as many time as necessary.

```
<h1>Article Title</h1>
<p>Author 1<br />
<i>Affiliated Institution</i></p>

<p>Author 2<br />
<i>Affiliated Institution 2</i></p>
```



## Article Title

Author 1  
*Affiliated Institution*

Author 2  
*Affiliated Institution 2*

### 4. Abstract

For the abstract, locate the code below and simply paste the content of the abstract between the

`<p>` and `</p>` tags.

```
<a id="abstract"><h2>Abstract</h2></a>
<div class="abstract">
```

```
<p>Abstract Text</p>
</div>
```

#### 5. Constructing the HTML for the Main Article

Formatting the HTML for the Main Article overall is relatively simple, but it can be tedious. Each paragraph needs to be contained between `<p>` and `</p>` tags, which can take time if done manually.

Instead, I recommend pasting the entire article body into one of these tools or any other Text-to-HTML or Word-to-HTML converter:

<https://wordtohtml.net/>

<http://www.unit-conversion.info/texttools/text-to-html/>

These tools will also keep any text formatting like bolding, italics, or superscript, and they can even handle tables, so you won't have to go back in and edit these items manually.

We will still have to make some changes to our section headings, but the tools will do a lot of the work. Find “`<!-- Paste Article Text Here -->`” in the template and paste your newly converted HTML over it.

#### 6. Cleaning up Main Article HTML Headings + Linking Sections to the Sidebar

Next, you will have to make some alterations to the section and subsection titles of the article. For example, if your paper has a section titled “Introduction”, it may have been converted as something like:

```
<p>Introduction</p> or even <h1>Introduction</h1>
```

but this template uses `<h2>Introduction</h2>` to display Sections. We also need to link the sections to the sidebar we created earlier.

Ctrl+F or Command+F each section title to locate it in the HTML, and change the HTML to the following:

```
<a id="1"><h2>Introduction</h2></a>
```

The purple number indicates the number or name you assigned to this section when you created the list of sections for your sidebar in step 2: it's the text after the # seen in `<a href="#___">Introduction</a>`.

This allows the links in the sidebar to find each section of the article. Repeat this for each section, changing the purple number to the name or number you used when building the sidebar.

If your article has subsections, Ctrl+F or Command+F each subsection title and change any surrounding HTML so it is surrounded by `<h3></h3>` tags, like so:

```
<h3>Caffeine and Students</h3>
```

#### 7. Footer

Lastly, at the end of the HTML document, locate this line:

```
<p class="caption">Journal Name, Volume, Issue</p>
```

and replace it with the relevant information for your issue.

\*If you'd like to use hanging indentation for your references section, I suggest copying and pasting the HTML from the first reference to the last reference into a text editor and doing a Find/Replace, finding all `<p>` tags and replacing them with `<p class="hangingindent">`. Then you can paste over the original references HTML.

## Inserting Images & Media

- Inserting images:

To insert an image, insert the following code:

```

```

To make it so that OJS can show the file, you'll need to open the submission and press the blue arrow under the HTML galley to show the "Edit" option, then use the Upload File to upload any pictures used in the galley. Make sure the filename used in the code and the name of the uploaded file match!

- Inserting other media:

Paste your ERA/Youtube/etc. embed code between these tags and insert into your HTML wherever you'd like it to show:

```
<p class="media"> [embed code here] </p>
```